

CONFIDENTIAL

December 21, 1959

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Dear Art,

First of all I would personally like to thank you for all of the wonderful arrangements you have made for us, in our work, during the past few weeks. From our standpoint things couldn't have been better.

During our telephone conversation on the 18th of December I briefly outlined to you our proposed views on a duration or simulated emergency test with the incinerator. Outlined below is a more detailed outline of this proposed program. This will help you in formulating any plans for this test.

For planning purposes in preparing for a simulated emergency document destruction, this office has prepared a hypothetical field situation which is outlined below:

25X1

The Station personnel complement consists of ten male and four female staff employees. Classified material on hand is composed of the following types of files:

- (a) Project material bound in legal size folders stored in four Herring-Hall-Marvin four-drawer safes.
- (b) Intelligence and personality indices on 5x7 cards stored in three five-drawer Remington-Rand safe-file cabinets.
- (c) Cables and dispatches bound in legal sized folders stored in five Remington-Rand Four-drawer safe-file cabinets.
- (d) TOP SECRET dispatch and cables are stored in a safe drawer

25X1

(e) Administrative material and Agency regulations and instructions are stored in four drawers of the four drawer HMM safe mentioned in (d).

(f) Communications handbooks, manuals, and [] are stored in two drawers of a four-drawer HMM safe.

25X1

Station classified material has been marked in an order of priority structure. This priority is as follows:

(a) TOP SECRET material

(b) Communications, [], handbooks, and manuals

25X1

(c) Project files

(d) Cables and dispatches

(e) Agency regulations

(f) 5x7 intelligence and personality indices

Our interpretation of weights desired for this test are:

a. 4 safes x 4 drawers each x 50 lbs per drawer	= 800 lbs.
b. 3 safes x 5 drawers each x 50 lbs per drawer	= 750 lbs.
c. 5 safes x 4 drawers each x 50 lbs. per drawer	= 1000 lbs.
d. 1 safe x 1 drawer x 50 lbs per drawer	= 50 lbs.
e. 1 safe x 4 drawers x 50 lbs per drawer	= 200 lbs.
f. 1 safe x 2 drawers x 50 lbs per drawer	= 100 lbs.
	<u>2900 lbs.</u>

If you have any questions regarding this please don't hesitate to call. Best wishes for a Happy New Year.

Sincerely yours,

Art

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